

GOV-TRIP TEMPORARILY OFF-LINE

Gov-Trip has been off-line since Thursday, February 12. This affects not just the Department of Energy, but all government agencies that use the system. The latest information we have received from DOE Headquarters is that Gov-Trip is expected to be operational on Monday, February 23. In the interim, please continue to handle travel authorizations manually, by following the instructions provided at <http://gotravel.doe.gov>. These instructions require completion of the TA form GSA87. All of these manually prepared documents will be required to be prepared in Gov-Trip electronically once the system is back on-line. In the interim, the authorizations are approved once the manager signs them. Holiday Travel does not need a copy of the TA to book a trip. Any requests for "actuals" should be e-mailed to Emily Guffey to obtain necessary approvals prior to securing the manager's authorizing signature.

During this interim period, the "5 day rule" (that vouchers must be filed within five days of the return date of the trip) does not apply. There should be no adverse impact to travelers associated with non-payment of JP Morgan Chase bills related to this situation as they do not assess any penalties until 127 days after the end of the billing cycle. Please hold all receipts until the system is operational and submit your voucher electronically.

Please contact Emily Guffey at guffeye@oro.doe.gov on (865) 576-9513 with any questions.